

### **I. Procedures for Reporting an Incident of Suspected/Resolved Academic Dishonesty**

1. The Academic Integrity Officer (AIO) shall serve as the initial contact person with faculty members when they report incidents of suspected and/or resolved academic dishonesty.
2. When the faculty member initiates the procedure for addressing an allegation of academic dishonesty, the faculty member must first determine if he/she is seeking an academic sanction (i.e. grade penalty only) or a disciplinary sanction (i.e. suspension and grade penalty).
3. When the faculty member suspects that a student has committed a violation of the Academic Integrity Policy, the faculty member shall review with the student the facts and circumstances of the suspected violation. If the faculty member concludes that there has been an incident of academic dishonesty sufficient to affect a student's final course grade, the faculty member must complete the Faculty Report Form for Academic Integrity (report form) to report the incident of suspected and/or resolved academic dishonesty.
4. The faculty member shall submit the report form to the AIO, Dr. Holger Henke, Assistant Provost, in the Office of Academic Affairs, room 2HO7. The report form can be found on the Academic Affairs/AIO or the CPLA web pages. This form must be submitted within 10 business days of the faculty member's discovery of the suspected academic dishonesty.
5. When an academic dishonesty accusation is resolved, the student and faculty member will be notified of the resolution.
6. Students who either admit to an act of academic dishonesty or are found to have committed one by the Academic Integrity Review Committee will receive a letter from York College AIO notifying them that this matter has been reported to the Office of Student Development.

### **II. Procedures for Academic Sanction Only**

1. If the student admits to the academic dishonesty and does not contest the academic sanction, (e.g. the reduced grade), the student shall be given the reduced grade, unless the AIO decides to seek a disciplinary sanction. The faculty member must complete the report form and submit it to the AIO.
2. If the student admits to academic dishonesty but contests the academic sanction imposed, the student may appeal the sanction through the college's grade appeal process (which includes the Dean of the School and Department Chair). The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The Dean and the Chair reviewing the appeal shall issue a written decision to the student explaining the justification for the academic sanction imposed and provide a copy to the AIO.
3. If the student denies the allegation of academic dishonesty, the faculty member will refer the matter to the AIO. The AIO will initiate a fact-finding process to be conducted by the Academic Integrity Committee (AIC). The AIO cannot serve on the College's AIC. The student shall be provided with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. The faculty member shall have the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the AIO. The AIC, shall issue a written decision and send copies of the decision to the College's AIO.

### **III. Procedures for Disciplinary Sanction**

1. If the AIO determines, after reviewing the student's Academic Integrity file (repeat offenses), or in consultation with the faculty member reporting the dishonesty, whether disciplinary sanctions are also appropriate, the AIO may refer the matter directly to the Faculty-Student Disciplinary Committee. Students who either admit to an act of academic dishonesty or are found to have committed one by the AIC will receive a letter from York College Academic Integrity Officer notifying them that this matter has been reported to the Office of Student Development.
2. In cases where the AIC determines that a disciplinary sanction is also warranted, the case will be referred to the Faculty-Student Disciplinary Committee (FSDC).
3. The allegation against the student will then be adjudicated, as is currently done, through the CUNY Faculty Student Disciplinary Procedure.
4. If the FSDC finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

### **IV. Academic Integrity Committee**

The purpose of the Academic Integrity Committee is to review evidence when an academic sanction is being sought and when the allegations of academic dishonesty are in dispute. The Committee will proceed in the following manner:

1. A panel of nine faculty members will be selected to serve on the College's AIC. Only three members will be required to convene to hear a particular case.
2. If the charge of academic dishonesty is denied by the student, the faculty member will advise the student that the matter has been referred to the College's Academic Integrity Officer.
3. The AIO will initiate the fact-finding process to be conducted by the Academic Integrity Committee.
4. The faculty member and student will be invited to present their case at a formal hearing, which will be conducted within 30 days after receipt of the report form.
5. The committee will deliberate in closed session (i.e., with neither student nor instructor present) and submit its findings, in writing, to the York College Academic Integrity Officer, who will then notify the faculty member and student of the results. Although faculty members reserve the right to submit grades whenever they deem appropriate, they should not submit grades for the disputed work or a final course grade until they have been notified of the committee's findings. They should submit a PEN grade. Students may appeal the final course grade through the College's grade appeal process.
6. If either the AIC or FSDC finds that no violation occurred the AIO shall remove all materials relating to that incident from the student's confidential academic integrity file.

## **V. For Clarification of the Process**

All questions regarding these procedures should be referred to the York College Academic Integrity Officer, Dr. Cynthia Haller, Office of Academic Affairs Fellow (Room 2A16B), phone (718) 262-2468, email [challer@york.cuny.edu](mailto:challer@york.cuny.edu).

All questions regarding Article 15, Faculty - Student Disciplinary Procedure should be referred to Dr. Vincent Banrey Dean of Student Development (Room 2F01A, phone (718) 262-2415), email [vbanrey@york.cuny.edu](mailto:vbanrey@york.cuny.edu).

All questions regarding policy may be referred to Qiana Watson, Esq., Executive Director, CPLA (Room 2H05, phone (718) 262-2140, email [qwatson@york.cuny.edu](mailto:qwatson@york.cuny.edu)).